

CALHOUN COUNTY ROAD COMMISSION

BOARD POSITION INFORMATION

OVERVIEW:

Calhoun County Road Commission: By Michigan law, responsible for the construction and maintenance of all non-city/village and non-state roads in Calhoun County. Road Commission is a Separate legal/corporate body from Calhoun County. Board members are appointed by the Chair of the Calhoun County Board of Commissioners and the appointment confirmed by the Board of Commissioners. Compensation and benefit levels are set by Board of Commissioners. Meetings of the Road Commission are open to the public and subject to the requirements of the Open Meetings Act.

5 Board Members – appointed

2 Management – non-union

3 Supervisors – SEIU 517M

8 Office/Clerical – SEIU 517M

4 Mechanics – Teamsters Local 214

45 Drivers – Teamsters Local 214

5 Seasonal/Temporary

73 total employees – as of 1/1/11

Responsible for:

488 primary road miles

829 local road miles

458 lane miles under contract with MDOT (State Roads that provide maintenance)

87 bridges

Annual Budget: \$9.4M in 2011

BOARD MEMBER – CALHOUN COUNTY ROAD COMMISSION:

SUMMARY OF POSITION:

Appointed to a six year term by Chair of Board of Commissioners, confirmed by Board of Commissioners (MCL 224.6 and Calhoun County Board of Commissioners Standing Board Rules).

Meeting schedule (subject to change): first and third Wednesdays of each month, beginning at 5:30 p.m. Meetings of Parks Trustees and Public Works follow Road Commission meetings.

Removal after written notice of charges and an opportunity to appear before the county board of commissioners for a hearing on the charges (MCL 224.6).

Salary (set by Board of Commissioners – as of 12/31/11 - \$6,662.50, no benefits). No additional pay for other two positions.

Responsible for formulation of policy and the performance of official duties imposed by law and delegated by the Board of County Commissioners (MCL 224.9) See CCRC website for existing policies: www.calhouncountyroads.com under Board Meetings tab, click on Board Policies.

Responsible (with Board) for appointing and reviewing from time to time the performance of a competent superintendent skilled in road building who shall supervise road building operations in the county under the direction of the board (Managing Director) (MCL 224.9)

Responsible (with Board) for employing a county highway engineer who shall have the duties set forth by law (MCL 224.10)

Responsible (with Board) for engaging other professional and consultant services as it considers necessary to implement the County Road law and employ necessary laborers and purchase equipment as necessary

Responsible for approving annual budget for Road Commission

JOB REQUIREMENTS (statutory):

Cannot be a member of the Board of County Commissioners (MCL 224.7)

Shall not be employed individually in any other capacity or for other duties with the board of county road commissioners (MCL 224.9)

PREFERRED QUALIFICATIONS:

High School diploma or equivalent skills and knowledge

Experience in serving on board (non-profit, governmental, etc.), knowledge of Order/leadership parliamentary procedure

Management/labor knowledge/experience

Resident of Calhoun County

Knowledge of construction/road building or similar knowledge

Ability to read and understand financial statements and annual audits

Ability to read and understand County Road law

BOARD MEMBER – CALHOUN COUNTY BOARD OF PUBLIC WORKS

Appointed to a six year term by Board Chair of Board of Commissioners, confirmed by Board of Commissioners

Removal as Board member of Road Commission would automatically remove from this position

Public Works, designated by Board of Commissioners to carry out responsibilities under County Public Improvement Act of 1939: establish systems of water, sewer, or sewage disposal in Calhoun County

TRUSTEE – CALHOUN COUNTY BOARD OF PARKS TRUSTEES

Appointed to a six year term by Board Chair of Board of County Commissioners, confirmed by Board of Commissioners

Removal as Board member of Road Commission would automatically remove from this position

Designated by County Board of Commissioners to carry out obligations relative to County Parks as set forth in MCL 123.61, et. Seq., - shall have management, control, and expenditure of funds for Parks and shall hold in trust for the County the title to any real estate purchased for Parks, acquired by condemnation or accepted by way of gift or devise for park purposes and shall supervise the improvement of any such property

Approved by Road Commissioner Selection Committee 10/21/11